

ROLE SUMMARY

- To support the Chair in ensuring the smooth running of the board of Trustees (the committee).
- To take overall responsibility for the day-to-day administration of the U3A.
- To deal with all correspondence and the circulation of information.
- To ensure meetings are effectively organised and minuted.
- To maintain effective records.
- To act as an information and reference point for all members of the committee.

Main responsibilities

The specific tasks listed below are in addition to the statutory requirements and responsibilities of all trustees of charitable organisations in the UK as laid down by the charity regulators.

1. Organisation of meetings

- To book venues for committee meetings, AGMs and any other business meetings.
- To receive agenda items from committee members.
- To monitor the progress of decisions and agreed actions from the previous meeting(s).
- To liaise with the chair to compile committee meeting agendas and agree supporting paperwork and to circulate with the draft minutes in good time.
- To ensure a quorum is present at each committee meeting.
- To ensure the minutes of the previous committee meeting are approved.
- To ensure any queries/comments/complaints from members are considered by the committee.
- To record all decisions made and policies agreed in a 'policy and procedure' notebook.
- To produce the AGM agenda and supporting paperwork in consultation with the committee for circulation to the members.
- To assist the Chair with the production of the annual report for presentation at the AGM.
- To help to organise the AGM checking the meeting is quorate before commencing and that all stipulated procedures are adhered to.
- To take minutes at business meetings.
- To book the venue for and organise monthly meetings.

2. General Administration

- To stay up to date with information, policy and procedural changes and legislative requirements as advised by National Office.
- To ensure any mailings or information from National Office are disseminated to the committee - as required.
- To liaise with trustees to complete and return administrative documents from National Office and from the charity regulatory authorities, if applicable.
- To notify National Office of all relevant changes on the committee.
- To maintain a file of accident reports.
- To renew CLA licence and PVSL licence, if required.
- To be responsible for ordering stationery, promotional materials and merchandise from National Office.
- To contact National Office with insurance queries or potential claims.
- To assist the Chair with the production of the annual report for the AGM.
- To organise required maintenance or testing of U3A equipment.

3. Correspondence

- To respond to incoming correspondence, consulting with the committee where necessary.
- To write letters on behalf of the U3A as directed by the committee.
- To keep a log of all incoming and outgoing correspondence for committee perusal.

4. Maintenance of Records

- To act as the custodian of the U3A's constitution and the relevant policies and procedures.
- To develop an efficient and secure system for storing U3A information.
- To compile lists of voluntary and community organisations, educational establishments, local media etc that the U3A may wish to establish links with.
- To maintain an archive of important documents e.g., AGM minutes, annual reports, past committee meeting minutes – as agreed.
- To keep records of the U3A's activities and publications for reporting at the AGM.

5. Dissemination of information

- To receive mailings from the National Office and to communicate the information to the members of the committee and U3A members as appropriate, using all available means.
- To publicise an accessible diary of all meetings and events, local, regional and national.

On completion

- To carry out a comprehensive handover to the new secretary.